

SECRET

25X1

15 February 1961

MEMORANDUM FOR: CIA Emergency Planning Officer

SUBJECT : Requirements for Continuation of Essential OCI
Operations Under Evacuation Conditions

1. In the event a localized emergency in this area forces the evacuation of "M" and "Q" Buildings, OCI would require that quarters and support facilities be provided elsewhere that would be adequate to ensure:

a. Continued production and distribution of the Central Intelligence Bulletin.

b. Maintenance of the round-the-clock CIA Watch.

2. To accomplish this, OCI would require that 60 4-drawer, legal size safes of classified material be moved from the second floors [redacted] as soon as the evacuation order is given. Another 120 4-drawer legal size safes containing highly classified, sensitive material must be moved to a secure storage area that would not be affected by the emergency. The balance of OCI's safes on the second floors [redacted] (200 4-drawer legal size safes) could either remain in the buildings or be moved to another storage area. In this connection, however, it is my view that a more practical solution to the problem of providing for the residue of non-essential classified material (the last 200 of OCI's safes) would be to destroy the material as soon as the evacuation signal has been received. I believe that the major portion of this material could be duplicated from the source if required after the emergency subsides.

3. OCI has no safes on the first floors of [redacted] although the office of Security receptionists at the two Building turnstiles have some classified material which could

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be removed in two records center boxes and taken to the emergency quarters. In addition to these two boxes, it is estimated that 40-50 Records Center boxes of material would have to be shipped to the emergency quarters as part of OCI's operational needs.

4. The OCR Special Register's requirements for evacuating its COMINT reference files from the first floor of [redacted] have been forwarded to you from OCR. I am informed that Special Register has a total of 537 Document and card storage containers to be moved.

5. This memorandum confirms our requirements telephoned to your office on 14 February 1961.

[redacted]

for HUNTINGTON D. SHELTON
Assistant Director
Current Intelligence

15 Feb 61

Distribution:

Orig & 1 - Addressee

1 - DD/I Emergency Planning Officer

✓ 1 - AD/CI

1 - CS/[redacted]

1 - CS/II